



DTS TRAVELER CANCELLATION PROCEDURES

For Sites With CTO Connectivity

See next page for a more detailed, step-by-step reference guide on Cancellation Procedures for the Traveler.
NDEA = Non Defense Travel System Entry Agent

October 6, 2003

1. Was the Authorization Approved?	Traveler/clerk/ NDEA Action	2. Were Reservations Made?	Traveler/clerk/ NDEA Action	3. Were Expenses Incurred? (Including SPP and Advances)	Traveler/clerk/ NDEA Action	Sign Document	AO Action
YES	Create Amendment: Click amend . Type in the reason for amendment "Trip was cancelled – but expenses/ no expenses incurred" (state one or the other) in the comments box. Type in Password/Pin and click OK .	YES	Click Travel on the top navigation bar. On the right hand side under Trip Summary , click Remove for all the reservations (Air, Lodging, Rental Car) that had been previously selected.	YES	1. Under Expenses Summary , select remove for each expense that was not incurred. (If Traveler received an Advance, include an "Overpayment" expense equal to the amount of the advance.) 2. In the Itinerary screen, edit the "Location 1" box to make the departing date to equal arriving date. 3. In the "Overall Ending Point" box change end date to equal the start date. 4. Change Trip Duration to 12 Hours or Less . 5. In the Per Diem Entitlements ensure the lodging and/or M&IE allowed is equal to zero.	1. In Preview Trip Screen, type " Trip was cancelled – but expenses were incurred " in the Comments to the AO 2. Stamp document SIGNED	Stamp authorization APPROVED <i>(After 24 hours Traveler can create a voucher for reimbursement of expenses.)</i> Stamp voucher APPROVED
		NO	No Action – Go to Next Step	NO	No Action – Go to Next Step	1. In Preview Trip Screen, type " Trip was cancelled – no expenses were incurred " in the Comments to the AO 2. Stamp document SIGNED	Stamp authorization CANCELLED <i>(Funds will be deobligated.)</i>
NO	Create Adjustment: Click view/edit next to the document to create an adjustment. Deselect the check box next to Open Document VIEW-ONLY . Type in Password/Pin and click OK .	YES	Click Travel on the top navigation bar. On the right hand side under Trip Summary , click Remove for all the reservations (Air, Lodging, Rental Car) that had been previously selected.	YES	1. Under Expenses Summary , select remove for each expense that was not incurred. (If Traveler received an Advance , include an " Overpayment " expense equal to the amount of the advance.) 2. In the Itinerary screen, edit the "Location 1" box to make the departing date to equal arriving date. 3. In the "Overall Ending Point" box change end date to equal the start date. 4. Change Trip Duration to 12 Hrs or Less . 5. In the Per Diem Entitlements ensure the lodging and/or M&IE allowed is equal to zero.	1. In Preview Trip Screen, type " Trip was cancelled – but expenses were incurred " in the Comments to the AO 2. Stamp document SIGNED	Stamp authorization APPROVED <i>(After 24 hours Traveler can create a voucher for reimbursement of expenses.)</i> Stamp voucher APPROVED
		NO	No Action – Go to Next Step	NO	No Action – Go to Next Step	1. In Preview Trip Screen, type " Trip was cancelled – no expenses were incurred " in the Comments to the AO 2. Stamp document SIGNED	Stamp authorization CANCELLED <i>(Funds will be deobligated.)</i>

Cancel an Authorization with NO EXPENSES Incurred

Traveler should confirm with the Government Charge Card Vendor (and/or their personal charge card vendor) that no expenses have been charged against the trip. If a ticket has been issued (typically three business days prior to scheduled departure), the traveler should inquire with their AO or TO if a CTO fee has been charged.

1. Traveler logs on to DTS, from the user/traveler DTS Private Page. Select the **Official Travel** tab and Click **Authorizations/Orders**.
2. If the Authorization has not been stamped **APPROVED**, click **view/edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click **OK**. If the document has been stamped **APPROVED**, click **amend** located to the right of the document to create an amendment. Type in the reason for amendment "Trip was cancelled-no expenses incurred" in the comments box. Click **OK**. Type in Password/Pin. Click **OK**.
3. If no reservations were made, skip to step 4. **If reservations were made**, click **Travel** on the top navigation bar. On the right hand side under **Trip Summary**, click **Remove** for all the reservations (Air, Lodging, Rental Car) that had been previously selected (select "OK" to confirm the removal of each segment).
4. Click **Review/Sign** in top navigation bar. In the **Preview Trip Screen**, type in "Trip was cancelled - no expenses incurred" in the **Comments to the Approving Official** field. Scroll down and Click **Save and Proceed to Pre Audit**.
5. In the **Pre-Audit Trip** screen, ensure that all flags are justified and click **Save and Proceed to Digital Signature**.
6. In the **Digital Signature** screen, click the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click **Submit Completed Document**. At the **Digital Signature Login** box, type Password/Pin and click **OK**.

When the traveler signs the document, reservations are automatically cancelled when routed to the CTO. When the AO stamps the document "CANCELLED", funds are deobligated. An email notification is sent to the Traveler when the document is stamped CANCELLED.

Cancel an Authorization with EXPENSES Incurred

If any expenses (including payment of a non-ATM advance or SPP) have been incurred the document cannot be cancelled, an Authorization and Voucher must be submitted for payment. The itinerary must be changed to reflect a one-day trip of less than 12 hours in order for DTS to zero out Per Diem allowances.

1. Traveler logs on to DTS, from the user/traveler DTS Private Page. Select the **Official Travel** tab and click **Authorizations/Orders**.
2. If the Authorization has not been stamped **APPROVED**, click **view/edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click **OK**. If the document has been stamped **APPROVED**, click **amend** located to the right of the document to create an amendment. Type in the reason for amendment "Trip was cancelled but expenses were incurred" in the comments box. Click **OK**. Type in Password/Pin and click **OK**.
3. If no reservations were made, skip to step 4. **If reservations were made**, click on **Travel** on the top navigation bar. On the right hand side under **Trip Summary**, click **remove** for all the reservations (Air, Lodging, and Rental Car) that had been previously selected (select "OK" to confirm the removal of each segment). **NOTE: Check to see if all the reservations have been deleted under Trip Summary.**
4. Click on **Expenses**. Under the **Expense Summary** location on the right hand side of the screen, select **Remove** from each expense that was not incurred. Be sure to correct both non-mileage and mileage expenses. *Only leave expense(s) and cost(s) of items that need to be reimbursed.* E.g.: Registration Fees, Cancellation Fees, etc.
5. If an advance has been paid to the Traveler, do not make any adjustments on the **Advance** screen. The traveler must include an "Overpayment" expense equal to the amount of the paid non-ATM advance for processing of the settlement voucher. Use manual procedures (outside of DTS) to record the debt and collect the overpayment.
6. Click on the **Itinerary** tab. Click **edit** in the "Location 1" box and change the departing date to equal the arriving date. Click **Save Changes**. Click "OK" to update Per Diem Locations. Next click **edit** in the "Overall Ending Point" box and change the end date to equal the start date. The Trip Duration must also be changed to **12 Hours or Less**. This is to ensure no Per Diem allowances are paid to the traveler. Click "OK" to update Per Diem Locations. Click **Proceed to Per Diem Locations**.
7. Click **Additional Options** in the top navigation bar then **Per Diem Entitlements** screen to ensure the lodging and/or M&IE allowed is equal to zero.
8. Click **Review/Sign** tab on the top of the page. In the **Preview Screen**, type "Trip was cancelled but expenses were incurred." in the **Comments to the Approving Official** box. Click **Save and Proceed to Pre Audit**. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click **Save and Proceed to Pre Audit**.
9. In the **Pre-Audit Trip** screen, ensure all flags are justified and click **Save and Proceed to Digital Signature**.
10. In the **Digital Signature** screen, click the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click **Submit Completed Document**. At the **Digital Signature Login** box, type Password/Pin and click **OK**.

When the traveler signs the document, reservations are automatically cancelled when routed to the CTO. After the Authorization is stamped APPROVED by the AO, a 24-hour wait period is required before processing a Voucher.

Create a VOUCHER with/without RESERVATIONS

After the Authorization is stamped APPROVED, a 24-hour wait period is required before processing a Voucher. Once the Authorization is stamped AUTH 24 HOUR PASS, a new Voucher must be created for the incurred expense(s) to be paid.

1. Traveler logs on to DTS, from the user/traveler DTS Private Page. Select the **Official Travel** Tab and click **Voucher**.
2. Click **Create New Voucher from Authorization**. Only Authorizations that are ready for a Voucher to be created will appear in the list. (There is a mandatory 24-hour wait period before a Voucher can be created. This is indicated with the AUTH 24 HOUR PASS status stamp).
3. Click **create** next to the Authorization.
3. Click **Review/Sign** in the top navigation bar. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click **Save and Proceed to Pre Audit**.
4. In the **Pre-Audit Trip** screen, ensure that all flags are justified and click **Save and Proceed to Digital Signature**.
5. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. (NDEAs select the **T-ENTERED** stamp). Click **Submit Completed Document**. At the **Digital Signature Login** box, type Password/Pin and click **OK**.

The Voucher will route to the AO for approval.